

# Event Application Guidelines



The event application process has been implemented to ensure the safe and coordinated use of Shire-managed land and facilities for community events. All external groups are required to submit an Event Application unless the event is small, low-risk, and informal (see exemptions below).

*Events held on private property are not required to submit an application.*

## **AN EVENT APPLICATION IS REQUIRED IF:**

*(if any one of the below applies, an application must be made)*

Your group or organisation plans to:

1. Hold an event open to the public.
2. Use Shire land, buildings, ovals, or roads.
3. Expect more than 50 attendees.
4. Set up infrastructure (e.g. marquees, stages, amusements, banners, sound systems).
5. Serve or sell food and/or alcohol.
6. Request road closures or parking management.
7. External power required or generators.
8. Require additional bins or Shire support services.
9. Host an event with medium to high risk, including festivals, shows, and community markets etc.

## **NO EVENT APPLICATION IS REQUIRED IF:**

Your event doesn't meet any of the above criteria.

Examples include:

- Internal club meetings
- Committee gatherings
- Morning tea or picnic (no infrastructure or commercial activity)
- Informal community gathering
- BBQ using existing public facilities

*Note: If unsure, Shire staff can advise whether your activity meets the low-risk exemption.*



## **HOW TO APPLY**

Download the application form from the Shire's website or contact the Community Services team at [shire@wongan.wa.gov.au](mailto:shire@wongan.wa.gov.au) or 9671 2500. Applications must be submitted at least 4 weeks prior to the event date.

For more information or to check if your event needs approval, contact the Shire's Community Services team.